



State of North Dakota CONNECTND

PO Vouchers Training Manual



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PO VOUCHERS OVERVIEW

The PeopleSoft PO Vouchers business process enables the creation of vouchers from PO and receiver data that was previously entered into the system during the PO/receiving business process. The benefits of this allow:

1. A reduction in both time and effort by not having to re-key data to the voucher.
2. Improved accuracy as no data is manually entered
3. Automated tracking of amount and quantity remaining on PO
4. Automated cross-reference between PO's and vouchers.
5. Automated encumbrance and expenditure tracking.
6. Vouchers can be created either from purchase orders or receiving documents.

This manual is divided into four main areas

PO Voucher creation

The entire process of creating a voucher from a PO and or a receiving document will be covered.

Budget Checking Errors

The process of what to do when a voucher fails Budget checking is explained.

Deleting Vouchers

How erroneous vouchers may be removed from the system is covered in this section.

Matching

The match and match exception process is explained.

NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of North Dakota.

PO VOUCHER CREATION

All PO vouchers begin with the copying of PO and / or receiving data. This data may be edited or additional data may be added to complete the voucher. The real power of a PO voucher is that after the copying step is complete, most of the work is done.

Steps in creation of a PO voucher include:

1. Copy PO/receiver Data to Voucher
2. Add Invoice Information
3. Edit Invoice and Distribution Lines
4. Edit Payment Information
5. Edit Voucher Attributes
6. Edit Accounting Information
7. Budget Checking

A voucher consists of a Header, Voucher Lines and Distribution lines. As a minimum, a voucher must have one of each to be valid. In addition, the sum of the distribution lines must balance to the voucher lines, and the voucher lines must balance to the voucher header. As information is added to a voucher, items may have been incorrectly added to that prevent the voucher from balancing. If this occurs, the system has been configured to allow the voucher to be saved in a recycled state. This will allow you to save your work; however, no additional processing may be completed with a recycled voucher until the out of balance condition is corrected. Vouchers move through a lifecycle whereby they are first entered, paid, and finally closed, as their payments are reconciled.

STEP 1 – COPY PO/RECEIVER DATA TO VOUCHER

ENTER VOUCHER PAGE

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

We first utilize the above navigation to add a voucher. The Business Unit field will default from your operator preference. The additional fields, although not required, serve to pre-populate the voucher. A brief description of each of the fields and their use appears below.

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.000

Total Voucher Lines: 1

[Add](#)

Click [Add](#) to take you to the Invoice Information page.

Business Unit – Defaults to specific value for each User.

Voucher ID – Defaults to NEXT. DO NOT CHANGE. The system will auto number each voucher.

Voucher Style – Defaults to specific “Regular Voucher”, use this default for PO vouchers.

Control Group ID – Not being used at this time.

Short Vendor Name – Used to find Vendor ID.

Vendor ID – Optional field, not necessary for voucher entry.

Vendor Location – Optional field, not necessary for voucher entry.

Address Sequence Number Optional field, not necessary for voucher entry.

Invoice Number – Required.

Invoice Date – Required.

Gross Invoice Amount Optional field, not necessary for voucher entry.

Total Voucher Lines – Optional field, not necessary for voucher entry.

INVOICE INFORMATION PAGE

Invoice Information [Payments](#) [Voucher Attributes](#) [Accounting Information](#)

Style: Regular Entry Status: Open [Comments](#)

Unit: 11000 Voucher ID: NEXT Budget Status: Not Chkd Post Status: Unposted

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Options: None

Vendor [Advanced Vendor Search](#)

Vendor: 0000000010

Name: ELAN-ACH-001

Location: MAIN

*Address: 1

Gen Financial Services
PO Box 7170
Chicago, IL 60680-7170

Invoice

Invoice No: 99-00-77

Invoice Date: 03/06/2003

Acctg Date: 03/06/2003

*Pay Terms: Now

Misc Amt:

Flight Amt:

Total: 0.00 *Curr: USD Balance: 0.00

[View Merchandise Summary](#)

Invoice Lines [Print](#) [View All](#) [Fast](#) [4 of 1](#) [1 of 1](#) [List](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	Dist by: Amt SpeedChart				0.00

Distribution Lines [Print](#) [View All](#) [Fast](#) [4 of 1](#) [1 of 1](#) [List](#)

Over Fields	Exchange Rate	Starline	Apply	mm
Amount	Quantity	OL Unit	Budget Date	Account
1	0.00	11000	03/06/2003	

This brings up the Invoice Information page, where most of the work of creating a voucher takes place. Since this page is somewhat complex, we will break the page into the following sections. Each section will be covered individually throughout this manual.


- Copy from a Source Document Section
- Vendor Section
- Invoice Section
- Invoice Lines Section
 - Distribution Lines Subsection

Copy from a Source Document Section



To create a PO voucher, we first must select either the PO and or receiver to copy from. We do that from this section of the page.

PO Unit – Select the Business Unit where the PO originated from.

Purchase Order – Enter the PO number if known, otherwise utilize the Lookup  icon to go to the Look Up Purchase Order page.

Worksheet Copy Option – Is utilized to select various worksheet options that allow data to be copied into a voucher.

NOTE: Whenever one or many PO lines without receiving document information is to be copied into a voucher, select the value “PO Worksheet”, When copying receiving document information, select the value “PO Receipt”,

LOOK UP PURCHASE ORDER PAGE

Look Up Purchase Order

Vendor ID: 0000000016
 PO Business Unit: 11000
 Purchase Order: begins with
 Look Up Clear Cancel [Basic Lookup](#)

The user can enter criteria to assist in searching for the desired PO number. Leaving the PO number field blank will return all available PO's in the system. After entering all desired search criteria, press on the **Look Up** button to return a listing of all PO's that meet the criteria.

Look Up Purchase Order

PO Business Unit: 11000
 Purchase Order: begins with
 Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-44 of 44 Last

Purchase Order	Purchase Order Date	Short Vendor Name	Vendor ID	Name 1	Purchase Order Gross Amount
000000003	2003-02-20	FRESIDE-001	000000008	FRESIDE OFFICE PRODUCTS	9
000000004	2003-02-20	WYOCMANSEE-001	000000002	WYOCMANSEE OFFICE SUPPLY	100
000000006	2003-02-20	SWEENEY-001	000000003	SWEENEY BROTHERS TRACTOR COMPANY	64000
000000010	2003-02-21	BROWN-001	000000006	BROWN & SAENDER	7600
000000011	2003-02-21	DACOTAH-001	000000002	DACOTAH PAPER COMPANY	655
000000012	2003-02-21	WYOCMANSEE-001	000000002	WYOCMANSEE OFFICE SUPPLY	250
000000014	2003-02-24	BROWN-001	000000006	BROWN & SAENDER	108
000000017	2003-02-25	FRESIDE-001	000000008	FRESIDE OFFICE PRODUCTS	3000
000000018	2003-02-25	FRESIDE-001	000000008	FRESIDE OFFICE PRODUCTS	3300
000000019	2003-02-25	WYOCMANSEE-001	000000002	WYOCMANSEE OFFICE SUPPLY	201
000000020	2003-02-25	DACOTAH-001	000000002	DACOTAH PAPER COMPANY	833.75
000000021	2003-02-25	BROWN-001	000000006	BROWN & SAENDER	340
000000022	2003-02-25	BROWN-001	000000006	BROWN & SAENDER	340

Next, click on a PO from the returned list to return to the Invoice Information page.

RECEIVER LOOKUP CRITERIA

Unit: 11000 Voucher: NEXT [Return to Voucher Header](#)

Receiver Lookup Criteria

PO Unit:	<input type="text"/>	PO:	<input type="text"/>	*PO Dt Opt:	No Date	PO Date:	<input type="text"/>
Recv Unit:	<input type="text"/>	Receipt No:	<input type="text"/>	*Recv Dt Opt:	No Date	Recv Date:	<input type="text"/>
Ship To:	<input type="text"/>	Packing Slip:	<input type="text"/>				
Pro Number:	<input type="text"/>	Bill of Lading:	<input type="text"/>				
Carrier ID:	<input type="text"/>					<input type="button" value="Copy To Voucher"/>	
						<input type="button" value="Search"/>	

As stated above, selecting a value of "PO Receipt" transfers you the Receiver Lookup Criteria Page. Click on button to locate and copy the PO Document information onto the PO voucher. Field values used on this page are as follows:

PO Unit – Business Unit where PO was created.

PO – PO Number.

PO DT Opt – Allows for additional search criteria in conjunction with PO Date.

PO Date – Date PO was created.

Recv Unit – Business Unit where PO was received.

Receipt No – Receipt Number.

Recv Dt Opt – Allows for additional search criteria in conjunction with Recv. Date.

Recv Date – Date item was received.

Ship To – Ship To location.

Packing Slip – Packing Slip Number.

Pro Number – Not used by State of North Dakota.

Bill of Lading – Bill of Lading number.

Carrier ID – Freight Carrier ID.

NOTE: PO Unit is the only required field on the page, all of the other fields, while not required are utilized to help narrow your search to reduce the number of eligible receiver lines to select from.

Unit: **P2 11000** Voucher: **NEXT** [Return to Voucher Header](#)

Receiver Lookup Criteria

PO Unit: PO: PO Dt Opt: PO Date:
 Recv Unit: Receipt No: Recv Dt Opt: Recv Date:
 Ship To: Packing Slip: [Copy To Voucher](#)
 Pro Number: Bill of Lading: [Search](#)
 Carrier ID:

Select Receiver Lines [Find](#) [View All](#) [First](#) [1 of 54](#) [Last](#)

PO Unit: 11000 PO: 0000000011 PO Date: 02/21/2003
 Bill Recv: 11000 Receipt No: 0000000007 Recv Date: 02/21/2003 Ship To: 110522
 Bill of Lading: Packing Slip:
 Carrier ID: Pro Number:
 Vendor ID: 000000002 DACOTA PAPER COMPANY

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty	UOM	PO	Purchase Order Price	Line	Sched Recv Line Num	Status
<input type="checkbox"/>	1	1	Paper	5.0000	RM	25.00	125.00	USD	5.0000	RM	25.00	0000000011	1	1	Received	
<input type="checkbox"/>	2	1	film	10.000	EA	3.00	30.00	USD	10.0000	EA	3.00	0000000011	2	1	Received	
<input type="checkbox"/>	3	1	pens	100.00	EA	5.00	500.00	USD	100.0000	EA	5.00	0000000011	3	1	Received	

[Select All](#) [Unselect All](#)

After the desired purchase order has been located, you will perform either of the following procedures to select your receiver lines for vouchering:

- If all received goods on the PO are being vouchered click the [Select All](#) button
- If only certain lines are being vouchered, check on the desired individual receiver lines

Next, click on the [Copy To Voucher](#) button to jump to the Invoice Information Page and copy the selected receiver information to the Invoice Lines group fields.

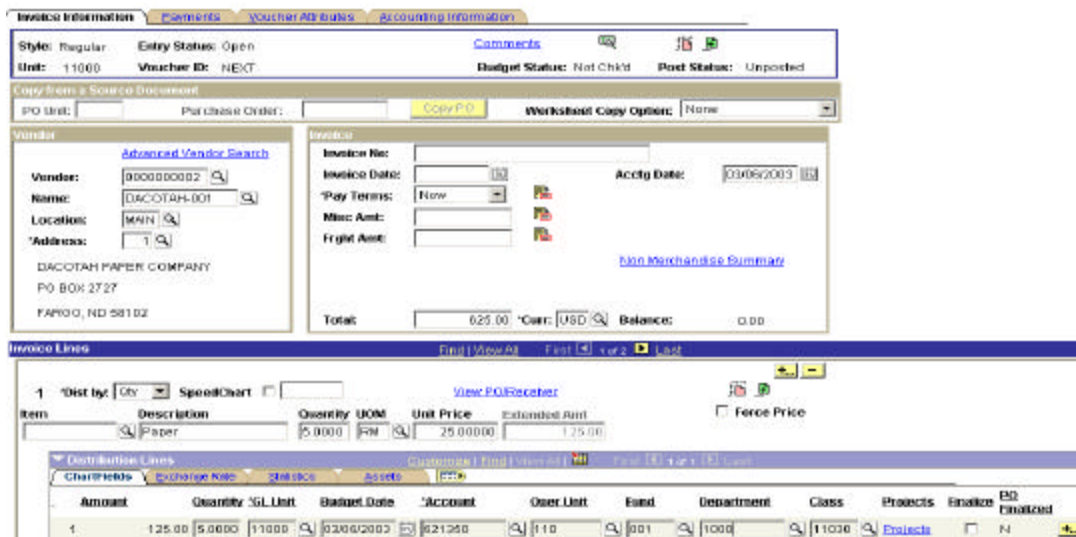
NOTE: The PO Business Unit and PO number fields are blank once you've copied the line information and charges from the PO worksheet into the voucher. This allows you to repeat the same process and add additional PO's to the voucher.

STEP 2 – ADD INVOICE INFORMATION

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry*

This next step covers creation of the invoice information, as; all PO/receiver information should now be included in the voucher. As previously stated at the end of Step 1, pressing the **Copy To Voucher** button will automatically bring you to this page, manual navigation is not necessary unless you are returning to a previously saved incomplete voucher.

INVOICE INFORMATION PAGE



Invoice Information | Comments | Voucher AD Rules | Accounting Information

Style: Regular | Entry Status: Open | [Comments](#) | [Print](#) | [Save](#)
Unit: 11000 | Voucher ID: NEXT | Budget Status: Not Child | Post Status: Unposted

Copy from a Source Document
PO Unit: | Purchase Order: | [Copy PO](#) | Worksheet Copy Option: None

Vendor | [Advanced Vendor Search](#)
Vendor: 0000000002 |
Name: DACOTAH-001 |
Location: MAIN |
Address: 1 |
DACOTAH PAPER COMPANY
PO BOX 2727
FARGO, ND 58102

Invoice
Invoice No: |
Invoice Date: | | Acctg Date: 03/06/2003 |
Pay Terms: New |
Misc Amt: |
Freight Amt: |
[View Merchandise Summary](#)
Total: 625.00 | Curr: USD | Balance: 0.00

Invoice Lines | [Print](#) | [View All](#) | [First](#) | [Prev](#) | [Next](#) | [Last](#)
[View PO/Voucher](#) | [Print](#) | [Save](#) | [Force Price](#)

Item	Description	Quantity	UOM	Unit Price	Extended Amt	Force Price
1	Paper	5.0000	FM	25.00000	125.00	

Distribution Lines | [Change Role](#) | [Statistics](#) | [Assets](#) | [Customer](#) | [Find Invoice](#) | [Print](#) | [Page 1 of 1](#) | [Last](#)

Char#	Fields	Exchange Rate	Quantity	UOM	Budget Date	Account	Over Unit	Fund	Department	Class	Projects	Enforce	PD	Enforced
1			5.0000	FM	03/06/2003	621250	FM	001	1000	11000	Projects		N	

The PO and or receiver information is now copied into the voucher.

Vendor Section



Vendor | [Advanced Vendor Search](#)

Vendor: 0000000002 |
Name: DACOTAH-001 |
Location: MAIN |
Address: 1 |
DACOTAH PAPER COMPANY
PO BOX 2727
FARGO, ND 58102

All of the fields on this section of the page are populated from PO/receiver information.

Vendor – Vendor Number
Name – Name of Vendor
Location – Vendor Location
Address – Vendor Address

Invoice Section

The fields on this section of the page relate to the vendor invoice that you are vouchering.

Invoice No. – The number of the vendor's invoice that you are vouchering. The system will give you an error message if it already exists; this is to prevent it from being entered twice.

Invoice Dt. – The date of the vendor's invoice, this is used to compute days outstanding.

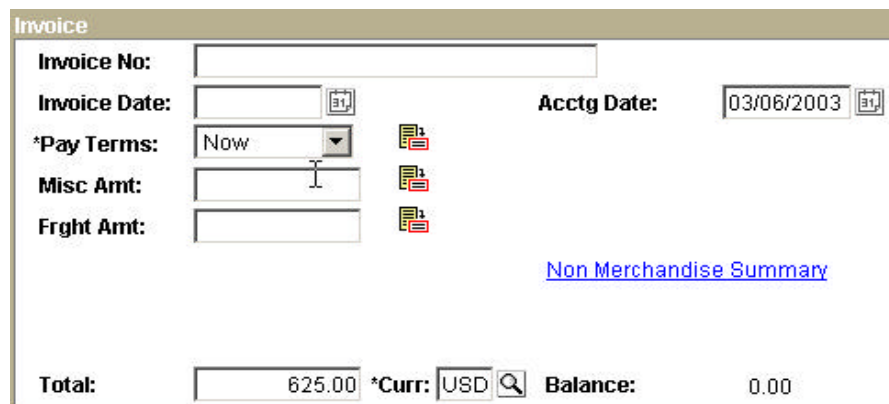
Pay Terms – Will default to terms specified for the vendor.

Misc. Amt – **Not currently used by the State of North Dakota.**

Frght Amt – **Not currently used by the State of North Dakota.**



Total – Defaults to zero, and should be populated with an amount equal to the invoice value that you are paying.



Balance – Compares the Total (above) to the sum of the voucher lines to alert you an out of balance situation. As stated above, an out of balance voucher may be saved in a recycled state, however, in order to process further, the voucher must be balanced.





Invoice

Invoice No:


Invoice Date:  **Acctg Date:** 03/06/2003 


***Pay Terms:** Now  

Misc Amt: 

Frght Amt: 

[Non Merchandise Summary](#)

Total: 625.00 ***Curr:** USD  **Balance:** 0.00

At any time, clicking on the  button at the bottom of the page, will rebalance the voucher, and update the Balance field.

STEP 3 – 1099 VOUCHERS, INVOICE AND DISTRIBUTION LINES

This section covers procedures to utilize when a 1099 vendor has been selected, as well as edits to the invoice and distribution lines.

INVOICE INFORMATION PAGE

Invoice Information		Payments	Voucher Attributes	Accounting Information
Style: Regular	Entry Status: Open	Withholding Comments		
Unit: 11000	Voucher ID: NEXT	Budget Status: Not Chkd	Post Status: Unposted	
Copy from a Source Document				
PO Unit: <input type="text"/>	Purchase Order: <input type="text"/>	<input type="button" value="Copy PO"/>	Worksheet Copy Option: <input type="text" value="None"/>	
Vendor Advanced Vendor Search Vendor: <input type="text" value="0000000015"/> Name: <input type="text" value="BECKY-1099-001"/> Location: <input type="text" value="MAIN"/> *Address: <input type="text" value="1"/> Becky's Bowling Center 4554 Ten Pin Avenue Bismarck, ND 58501		Invoice Invoice No: <input type="text"/> Invoice Date: <input type="text"/> *Pay Terms: <input type="text" value="Now"/> Misc Amt: <input type="text"/> Frght Amt: <input type="text"/> Acctg Date: <input type="text" value="03/06/2003"/> Non Merchandise Summary Total: <input type="text" value="0.00"/> *Curr: <input type="text" value="USD"/> Balance: <input type="text" value="0.00"/>		

1099 Vendors are specified during vendor setup / maintenance, according to state and federal rules. Whenever a 1099 vendor is populated into a voucher, the [Withholding](#) link activates in the Invoice Information page. If there are to be no changes to the vendor's 1099 status, for this voucher, simply continue through the rest of the rest of the procedures, and the vendor's 1099 rules will be applied. If however, a one-time change to the withholding rules is required for a voucher, then click on the [Withholding](#) link.

Withholding Link

[Back to Invoice](#)

Unit: 11000 Invoice: Vendor: Becky's Bowling Center
 Voucher: NEXT Date: ID: 0000000015

Prepayment Options

Postpone Withholding? ☐

Line	Descr	Withholding Code	Withholding Applicable
1		<input type="text"/>	<input checked="" type="checkbox"/>

Customize Find View All First 1 of 1 Last							
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Rule Ovr	Applicable
1	IRS	1099	FED	01			<input checked="" type="checkbox"/>

On this page, the default 1099 rules for the vendor will be populated into the panel. At this point, if you wish to suspend 1099 rules for this voucher, click on the Applicable flag to exempt this voucher from 1099 rules. After you are through with any changes, click on the [Back to Invoice](#) link to return to the Invoice Information page.

Invoice Lines Section

One Invoice line will default into the page for each PO or receiver line. Changes to these values may occur, especially if the voucher is the result of an Authority order. As stated above in Step 2, the sum of all invoice lines must equal the total amount in the Invoice Section of the page or the voucher will go into a recycled state. The field values for this section are as follows:

Dist By. – Defaults to value on PO, distributes voucher by either quantity or amount.

SpeedChart. – Are used as a shortcut to distributing vouchers.

Item– Refers to catalog number in Item Catalog.

Description – Description of line item being vouchered.

Quantity. – Quantity of line item being vouchered.

UOM. – Unit of measure.

Unit Price – Individual price per unit of measure.

Extended Amount – Quantity times unit price.

Distribution Lines Sub Section

It is important to keep in mind that a one line on a voucher may have one or more distribution lines, this is allowed as long as the quantity and amount being distributed adds up to the quantity or amount for the voucher line. It is also important to note that values here may be changed from the PO default values. The following field values relate to common values on this sub section of the panel:

Quantity – The quantity being vouchered to the distribution line.

GL Unit – The GL Business Unit, or agency, the accounting entries will update.

Budget Date – The date of budget being checked against.

Account – The account being charged.

Fund – The fund being charged.

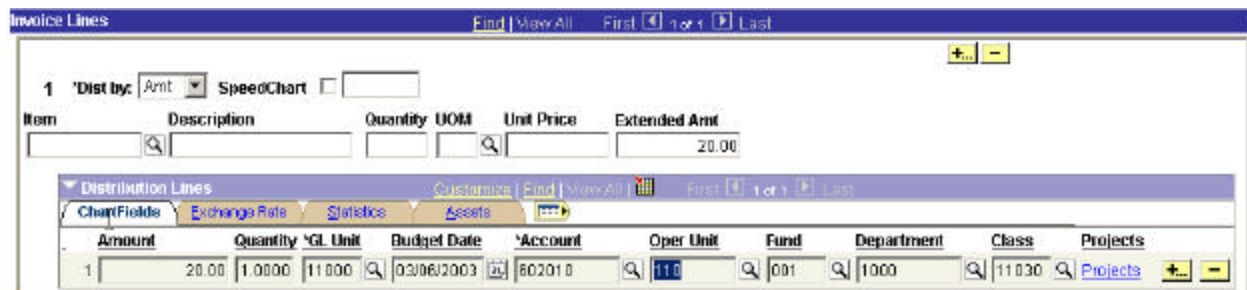
Class – The Appropriation line being charged

Dept – The department being charged.

Program. – The program being charged.

Project. – The project being charged.

Finalize Flag. – Select this flag only when charges for this line will be considered complete, and no other vouchers will reference it in the future. This will restore any remaining encumbrance to the budget. Finalization may be reversed at any time if later found to be in error; however, if the reversal occurs after budget checking has been ran, the voucher will have to be re-budget checked.



Amount	Quantity	GL Unit	Budget Date	Account	Oper Unit	Fund	Department	Class	Projects
20.00	1.0000	11000	03/06/2003	602010	110	001	1000	11030	Projects

STEP 4 – EDIT PAYMENT INFORMATION

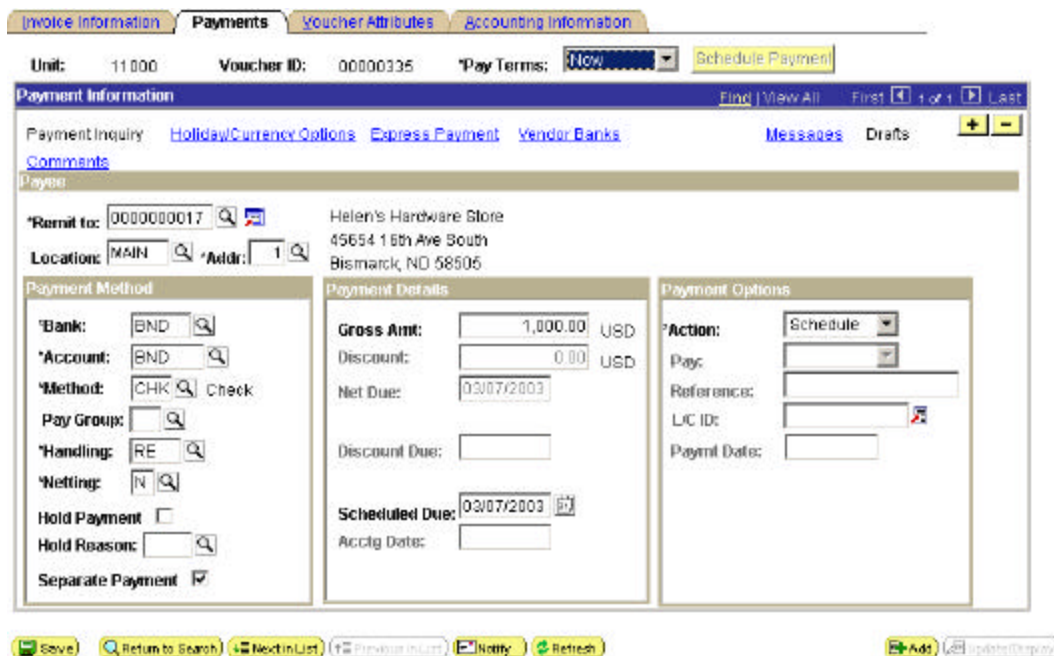
Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Payment Information

In this step, remit vendor, bank and payment scheduling information is recorded. Generally, this page is only updated during voucher creation if one of the following conditions exist:

- The voucher has multiple payees.
- The voucher requires a partial payment.

If none of the above conditions apply, this step is only for reference.

PAYMENTS PAGE



The number of payments or payees may be adjusted from this page. The system assumes that only one payment is going to be created. If multiple payees or payments exist for a voucher a new row will have to be added to the panel for each payment. In addition, to partial payment also require the addition of a row. This is done by pressing on the **+** icon. Conversely, rows added in error can be removed with the **-** icon.

For simplicity, coverage of the remainder of this page will be broken down into the following sections:





- Payee Section
- Payment Method Section
- Payment Details Section
- Payment Options Section

Payee Section

Payee	
*Remit to:	0000000017  
Helen's Hardware Store	
45654 16th Ave South	
Location:	MAIN  *Addr: 1 
Bismarck, ND 58505	

If multiple payees are required, update the Remit to vendor for each payment row that was added.

Payment Method Section

Payment Method	
*Bank:	BND 
*Account:	BND 
*Method:	CHK  Check
Pay Group:	
*Handling:	RE 
*Netting:	N 
Hold Payment	<input type="checkbox"/>
Hold Reason:	
Separate Payment	<input checked="" type="checkbox"/>

Generally, this section is not used unless:

- A partial payment for the voucher is being created.
- The voucher requires a different payment method.
- The vendor needs to have a separate payment.

Account. – Bank Account.


Handling. – Usage for the State of North Dakota still to be determined.

Hold Payment. – This is selected to hold a payment.

Hold Reason. – All held payments require a held reason, select either: AMT, (Amount Dispute), CRT (Retention), GDS (Goods Disputed), or WTH (Withholding).

Payment Details Section

The Payment Details section needs to reflect properly each Scheduled payment. If the voucher contains multiple payments ensure that the amounts and due dates of all payments are correct.




Payment Details	
Gross Amt:	10.00 USD
Discount:	0.00 USD
Net Due:	02/22/2003
Discount Due:	
Discount Denied	<input type="checkbox"/>
Scheduled Due:	02/22/2003 
Acctg Date:	

Gross Amt. – The amount of the scheduled payment,

Scheduled Due. – This field is calculated from the payment terms

Payment Options Section

After the check / checks are issued, the reference number, i.e. check number and payment date will be populated.

Payment Options	
*Action:	Schedule 
Pay:	
Reference:	
L/C ID:	
Paymt Date:	

STEP 5 – EDIT VOUCHER ATTRIBUTES

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Voucher Attributes

Voucher Attributes is mainly for reference and serves as a window into various statuses of the voucher. Very few vouchers will require updates.

VOUCHER ATTRIBUTES PAGE

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	11000	Invoices:		Vendor:	Becky's Bowling Center		
Voucher:	NEXT	Date:		ID:	0000000015		
Status							
Entry Status:	Open	Close Status:	Open	Header Budget Status:	Not Chkd		
Post Status:	Unposted	Match Status:	No Match	Non-Prorated Budget Status:	Valid		
Approval Status:	Approved			Document Tolerance Status:	Not Chkd		
ERS Type:	Not Applicable	Voucher Source:	Online				
Entered							
Entered on:	03/06/2003	User ID:	kreynolds	Origin:	110		
Last Updated:		Updated By:	kreynolds				
Transaction Currency							
*Source:	Tables	*Currency:	USD	Rate Type:	CRRNT	Exchange Rate:	
Voucher Approval							
*Approval:	Pre-Approved	Business Process:					
		Approval Rule Set:					
Self Billing Invoice							
*SBI Num Option:	Group Vouchers (Auto-Run)	SBI Number:					
Voucher Processing							
<input checked="" type="checkbox"/> Post Voucher	<input type="checkbox"/> Close Voucher						
<input checked="" type="checkbox"/> Revalue Voucher	<input type="checkbox"/> Delete Voucher						
Prepayment							
Prepayment Reference:		<input checked="" type="checkbox"/> Automatically Apply Prepayment	<input type="checkbox"/> Postpone Withholding?				
Letter of Credit							
Letter of Credit ID:							
Tax Group							
Tax Group:		Tax Pymnt Type:					
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>							
Invoice Information Payments Voucher Attributes Accounting Information							


Step 6 – Accounting Information Page

Navigation: *Accounts Payable > Vouchers > Entry > Regular Entry>Accounting Information*

For most users, edits to the Accounting Information page will not be necessary. The exception to this rule will be for advanced users, who will need to be familiar with the Match Action section of the page. This is covered later in the course.

ACCOUNTING INFORMATION PAGE

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	11000	Invoice:		Vendor:	Becky's Bowling Center		
Voucher:	NEXT	Date:		ID:	0000000015		
Accounting Instructions							
*Accounting Template: STANDARD <input type="text"/>							
Accounting Policy							
Account At: Gross <input type="text"/>							
Match Action							
*Status: No Match <input type="text"/>							
<input type="checkbox"/> Pay UnMatched Voucher							
<div> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </div>							
Invoice Information Payments Voucher Attributes Accounting Information							

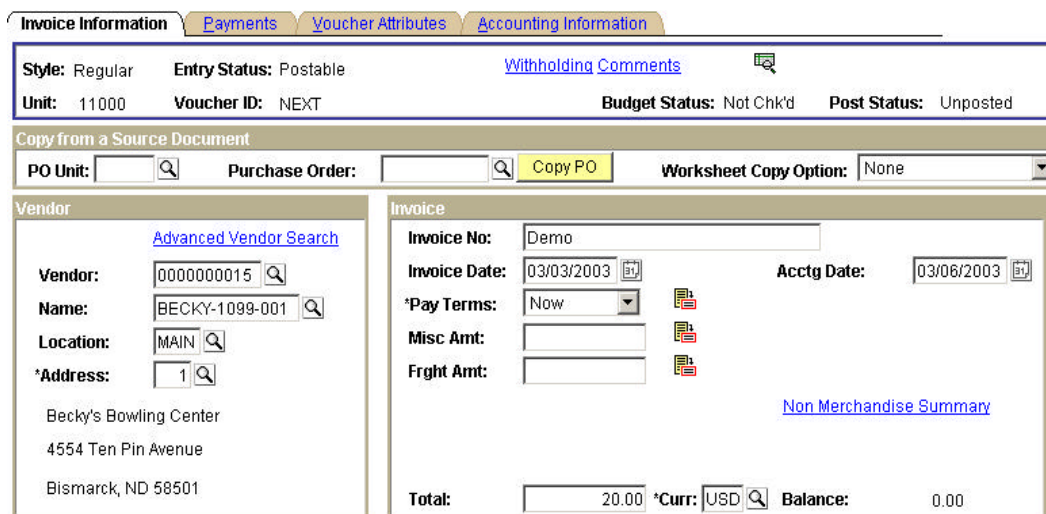
At this point, if your voucher is complete click on the  icon to save your voucher.

STEP 7 – VOUCHER BUDGET CHECKING


Navigation: Accounts Payable > Vouchers > Entry > Regular Entry>Invoice Information

After the above steps have been completed, the final step is to Budget Check the voucher. After the voucher has been saved, return to the Invoice Information page. This course covers both online and batch methods of Budget Checking, it is important to note that the batch method will be the primary method.

INVOICE INFORMATION PAGE



Invoice Information | Payments | Voucher Attributes | Accounting Information


Style: Regular Entry Status: Postable [Withholding Comments](#) 


Unit: 11000 Voucher ID: NEXT Budget Status: Not Chk'd Post Status: Unposted


Copy from a Source Document


PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option: None

Vendor [Advanced Vendor Search](#)

Vendor: 0000000015 

Name: BECKY-1099-001 



Location: MAIN 


*Address: 1 


Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501


Invoice

Invoice No: Demo


Invoice Date: 03/03/2003  Acctg Date: 03/06/2003 


*Pay Terms: Now 

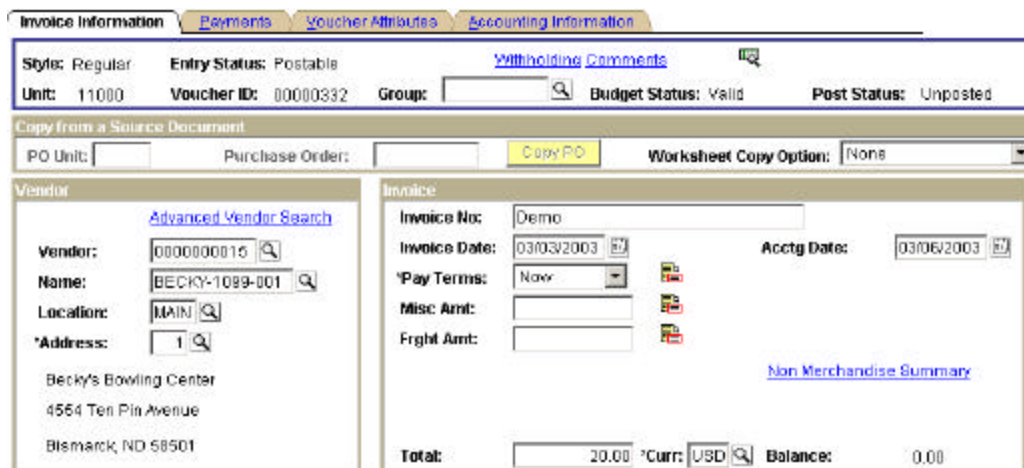
Misc Amt: 

Frht Amt: 


[Non Merchandise Summary](#)


Total: 20.00 *Curr: USD  Balance: 0.00

Notice that since the voucher has been saved, that the voucher now has a Voucher ID, and all of the Invoice information has been populated. Next, click on the “Budget Checking” icon  to start the budget checking process.



Invoice Information | Payments | Voucher Attributes | Accounting Information


Style: Regular Entry Status: Postable [Withholding Comments](#) 


Unit: 11000 Voucher ID: 00000332 Group:  Budget Status: Valid Post Status: Unposted


Copy from a Source Document


PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option: None

Vendor [Advanced Vendor Search](#)

Vendor: 0000000015 

Name: BECKY-1099-001 



Location: MAIN 


*Address: 1 


Becky's Bowling Center
4554 Ten Pin Avenue
Bismarck, ND 58501


Invoice

Invoice No: Demo


Invoice Date: 03/03/2003  Acctg Date: 03/06/2003 

*Pay Terms: Now 

Misc Amt: 

Frht Amt: 

[Non Merchandise Summary](#)

Total: 20.00 *Curr: USD  Balance: 0.00

After completion, note the Budget Check status shows valid.

BATCH BUDGET CHECKING

Navigation: *Accounts Payable > Batch Processes > Vouchers > Budget Check*

Budget Check
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Run Control ID: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

To run the process, requires a Run Control, you can either create a new one, or specify an existing, for our example, an existing Run Control was utilized by clicking on the [Search](#) button.

Search Results

View All First 1-8 of 8 Last

Run Control ID	Language Code
Budget_Check	English
MATCH	English
Pay_Post	English
QUICK1	English
QUICK2	English
QUICK3	English
Register	French
Voucher_Post	English

From our results, we then select a Run Control ID. For this example the value Budget_Check was selected.

Budget Check

Run Control ID: Budget_Check [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters
[Find](#) | [View All](#)
First [1](#) of 1 [Last](#)

*Process Frequency: Always Process [+](#) [-](#)
Request Number: 1
*Description: Budget Check
*Transaction Type: AP_VOUCHER [Q](#)

Selection Criteria
*Unit Option: All [v](#)
Voucher ID Option: All [v](#)

[Save](#)
[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)
[Refresh](#)

To run for all Business units, the page should be configured identically as the example above. Press the [Run](#) button to go to the Process Scheduler Request.

Process Scheduler Request

User ID: kreynolds Run Control ID: Budget_Check

Server Name: [v](#) Run Date: 03/07/2003 [v](#)
Recurrence: [v](#) Run Time: 5:23:21AM [Reset to Current Date/Time](#)
Time Zone: [Q](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None) v

Press the [OK](#) to start the process. After the process begins, you will be returned to the Budget Check page. From there press on the [Process Monitor](#) link to check the status of the process.

Process List

Server List

View Process Request For

User ID: kreynolds

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

[Customize](#) | [Find](#) | [View All](#) |

First 1-4 of 4 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2052		COBOL SQL	FSPKBDP3	kreynolds	03/07/2003 5:23:21AM PST	Queued	Details
2049		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:40:28PM PST	Success	Details
2048		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:25:25PM PST	Success	Details
2047		Application Engine	AP_VCHRBLD	kreynolds	03/06/2003 12:11:46PM PST	Success	Details

[Go back to Budget Check](#)

Refresh the panel by pressing on the **Refresh** button, not more than twice per minute. When the process completes, the Run Status should update to success.

BUDGET CHECKING ERRORS


In our previous example, the voucher passed Budget Check successfully the first time through. In the real world, this is not always the case. This chapter has been written to demonstrate the diagnostic process of how to troubleshoot budget check errors, and get back on track.

Navigation: Accounts Payable – Voucher Entry – Invoice Information

INVOICE INFORMATION PAGE

When an error has occurred during budget checking, a Budget Status of “Error” will appear on the Invoice Information Page.


Invoice Information		Payments	Voucher Attributes	Accounting Information
Style: Regular	Entry Status: Postable	Withholding Comments		
Unit: 11000	Voucher ID: 00000333	Group: <input type="text"/>		Budget Status: Error Post Status: Unposted

Budget Check Details button  opens the Commitment Control page. This page displays the source transaction type and the amount type for the voucher.

COMMITMENT CONTROL PAGE

Commitment Control

Commitment Control Details

Source Transaction Type:	Voucher
Budget Checking Header Status:	Error in Budget Check
Commitment Control Amount Type:	Actuals and Recognized
Commitment Control Tran ID:	0000000631
Commitment Control Tran Date:	01/16/2003
<input type="checkbox"/> Override Transaction 	

Budget Check

[Go to Transaction Exceptions](#)

[Go To Activity Log](#)

OK

Cancel

Refresh

To view budget checking errors or warning messages for vouchers click on the [Go to Transaction Exceptions](#) link (or follow the navigation shown below). The page lists budgets for the transaction lines with exceptions. Users with the appropriate authority can override the budget exceptions on this page.

Navigation to the Voucher Transaction Exceptions page:

Navigation: Commitment Control – Review Budget Check Exceptions – Voucher

COMMITMENT CONTROL VOUCHER EXCEPTIONS

Voucher Exceptions **Line Exceptions**

Business Unit: 11000 **Voucher ID:** 00000333

***Exception Type:** Error ☐ **Override Transaction** [Advanced Budget Criteria](#)

Maximum Rows: 100 ☐ **More Budgets Exist**

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Budget Override **Budget Chartfields**

	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Override Budget</u>	<u>Transfer</u>
1	11000	APP_LN	<input type="checkbox"/>	Go To ...

Voucher Exceptions Tab: Budget Override

Business Unit – Displays the voucher business unit.

Voucher ID – Displays the voucher ID.


Exception Type - The budget checking status of the transaction either:

- Error – Severe Violations of budget rules that will not allow a transaction to pass budget check.
- Warning – Minor errors that do not exceed budget rules, and will pass if checked again.


Override Transaction - Enables the entire transaction to update the control budget, even if error exceptions exist. Only for users with the appropriate security access will be able to do this. In addition, not all failures are eligible for override. This option is not available if the transaction passed budget checking with only warning exceptions, as warnings are automatically overridden..


Maximum Rows - The maximum number of rows that may be displayed in the scroll area.


More Budgets Exist - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.


 - **Budget Override Available Info** button to determine why you can't override a single budget entry. Click the **Tran Override Available Info** button to determine why you can't override the entire transaction. The information displayed is determined on your location.

 - The **Budget Check** button runs the Budget Processor again if the voucher was changed.

 - The **Budget Check Details** button opens the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.

 - Click the **Fetch Selection** button on transaction exception pages to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

 - Accesses detail pages, where you can view the reasons for the exceptions.

 - The **View Related Links** button will open a page with the following options:

Please select one of the following links:

[Go to Source Entry](#)
[Go to Source Inquiry](#)

[Cancel](#)

[Go to Source Entry](#) – This will open the Voucher component so that changes can be made to the voucher.

[Go to Source Inquiry](#) - This will open the Voucher Inquiry component to view the voucher.

[Advanced Budget Criteria](#) - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

Refine Inquiry Criteria

Budget Criteria	
Business Unit:	<input type="text"/>
Ledger Group:	<input type="text"/>
Account:	<input type="text"/>
*Exception Type:	Error
Maximum Rows:	100

Click on "OK" to enable the filter or "Cancel" the changes.

[OK](#) [Cancel](#)

Voucher Exceptions Tab: Budget ChartFields

The Budget ChartFields displays the ChartField values for the budgets with exceptions.

Voucher Exceptions **Line Exceptions**

Business Unit: 11000 Voucher ID: 00000333

*Exception Type: ☐ Override Transaction ☐ More Budgets Exist [Advanced Budget Criteria](#)

Maximum Rows:

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Budget Override **Budget Chartfields**

	Business Unit	Ledger Group	Account	Operating Unit	Budget Period
1	11000	APP_LN		110	2003L2

Business Unit – Displays the voucher business unit.





Ledger Group – Displays Commitment Control ledger group for the transaction header exception or transaction line exception.

COMMITMENT CONTROL LINE EXCEPTIONS

The Lines Exceptions tab displays details for voucher lines with budget exceptions.


Voucher Exceptions **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333

*Line Status: Error ☐ Override Transaction    

Maximum Rows: 100 ☐ More Lines Exist

Line From: Line Thru:

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

Line Values **Line Chartfields** **Line Amount** 

Line	Distribution Line	Budget Date	GL Business Unit
1 1		03/07/2003	11000

Line Status – Displays the budget checking status of the transaction line.

Line From/Line Thru - To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.

More Lines Exist - If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

Line Exceptions Tab: Line Values

Line – Displays the number of merchandise lines.

Distribution Line – Displays the number of distribution lines.

Budget Date - Displays the budget date of the transaction line.





GL Business Unit – Displays the GL Business Unit.

Line Exceptions Tab: Line ChartFields



The Line ChartFields displays the ChartField values for the voucher lines with exceptions.




Voucher Exceptions | **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333


*Line Status: ☐ Override Transaction    

Maximum Rows: ☐ More Lines Exist

Line From:  Line Thru: 

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Line Values | **Line Chartfields** | **Line Amount** | 





Line	Distribution Line	Account	Operating Unit	Dept	Fund Code	Class	Program Code
	1 1	602065	110	1000	001		

Line Exceptions Tab: Line Amount



The Line Amount displays the monetary amount for the voucher lines with exceptions.




Voucher Exceptions | **Line Exceptions**


Business Unit: 11000 Voucher ID: 00000333


*Line Status: ☐ Override Transaction    

Maximum Rows: ☐ More Lines Exist

Line From:  Line Thru: 

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

Line Values | **Line Chartfields** | **Line Amount** | 

Line	Distribution Line	Foreign Amount	Monetary Amount
	1 1	120.05 USD	120.05 USD

DELETING VOUCHERS

The system supports the deletion of vouchers when necessary, all vouchers may be deleted, unless they have been matched, posted or paid.

Navigation: Accounts Payable – Vouchers – Maintenance – Voucher Delete

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 11000 [Q]

Voucher ID: [begins with] []

Entry Status: [=] []


Invoice Number: [begins with] []

Short Vendor Name: [begins with] []

Vendor ID: [begins with] [] [Q]

Name 1: [begins with] []

☐ Case Sensitive

[Search] [Clear] [Basic Search](#)  [Save Search Criteria](#)

The search page will allow you to enter several criteria in locating the voucher for deletion, While there are several fields to assist in narrowing your search, Business Unit is the only one that is required. After entering your criteria, pressing on the **Search** button will yield your results.

Search Results


[View All](#)

First 1-100 of 277 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
11000	00000333	Postable	DEMO 2	2003-03-07	BECKY-1099-001	0000000015	Becky's Bowling Center
11000	00000332	Postable	Demo	2003-03-03	BECKY-1099-001	0000000015	Becky's Bowling Center

From your results, select the voucher you wish to delete.

DELETE VOUCHER PAGE

In order to delete the selected voucher, click on the  button on the Delete Voucher page.


Delete Voucher
[Voucher Details](#)






Business Unit: 11000 Voucher: 00000332

Vendor
Vendor: 0000000015 Becky's Bowling Center
ShortName: BECKY-1099-001

Voucher Information

Invoice:	Demo	Origin:	110	Header Budget Status:	Valid
Date:	03/03/2003	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	20.00 USD	Entry Status:			Postable



[Delete Voucher](#) | [Voucher Details](#)

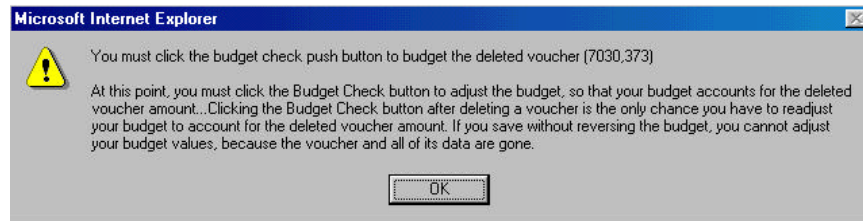
NOTE: The Voucher Details page displays additional vendor/voucher details about the voucher.

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.





The above confirmation message will appear, press the  button to proceed.



The above message appears only if the voucher has previously been budget checked. This is to alert you the fact that the budget check process must be ran again to reverse the expenditure before the voucher may be deleted. Clicking on the button will return you the Delete Voucher Page

NOTE: It is very important to understand that if budget checking is not ran at this time, the batch process will not select this voucher, and that the monies will not be restored to the budget.

A budget-checking icon  appears within the Budget Check Deleted Voucher section. Click on the budget-checking icon to run the process.

The Budget Checking Icon  will disappear from the page.

Click on  to refresh the page. The button will now be grayed out.

Business Unit: 11000 Voucher: 00000332

Vendor

Vendor: 0000000015 Becky's Bowling Center

ShortName: BECKY-1099-001

Voucher Information

Invoice:	Demo	Origin:	110	Header Budget Status:	Not Chk'd
Date:	03/03/2003	Group:		Non-Prorated Budget Status:	Not Chk'd
Gross Amount:	20.00 USD	Entry Status:			Deleted

[Delete Voucher](#) | [Voucher Details](#)

MATCHING

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received.

Matching compares the following and asks the questions:

- 2 Way matching – The invoice is compared to the PO. (Did we order this product?)
- 3 Way matching – The invoice is compared to the PO and the receiving document. (Did we order and receive this product?)

VOUCHER MATCH STATUS

Whether or not a voucher will be subject to matching is decided when the purchase order is created, this information is transferred to the voucher and may be viewed by utilizing the following navigation:

Navigation: Accounts Payable – Vouchers – Regular Entry

Accounting Information Tab



The screenshot shows the 'Accounting Information' tab selected. It displays the following fields:

- Unit:** 11000
- Invoice:** Matching Demo
- Vendor:** Helen's Hardware Store
- Voucher:** NEXT
- Date:** 03/07/2003
- ID:** 000000017

Below these fields are three sections:



- Accounting Instructions:** 'Accounting Template: STANDARD' with a search icon.
- Accounting Policy:** 'Account At: Gross' with a dropdown arrow.
- Match Action:** 'Status: Ready' with a dropdown arrow, and a checkbox labeled 'Pay UnMatched Voucher'.

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: 'Invoice Information | Payments | Voucher Attributes | Accounting Information'.

The Match Action should be in "Ready" status, had the voucher not been eligible for matching, the Match Action would be "No Match".





Invoice Information Tab

Invoice Information | Payments | Voucher Attributes | Accounting Information









Style: Regular Entry Status: Open [Comments](#)  
Unit: 11000 Voucher ID: NEXT Budget Status: Not Chk'd Post Status: Unposted


Copy from a Source Document
PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:



Vendor [Advanced Vendor Search](#)




Vendor: 
Name: 
Location: 
Address: 
Helen's Hardware Store
45654 16th Ave South
Bismarck, ND 58505



Invoice

Invoice No: Matching Demo
Invoice Date: 03/07/2003  Acctg Date: 03/07/2003 
*Pay Terms: Now  
Misc Amt:  
Frigh Amt:  
[Non Merchandise Summary](#)

Total: 3,000.00 *Curr: USD  Balance: 0.00

Invoice Lines [Find](#) | [View All](#) First 1 of 1 Last  

1 *Dist by: Qty SpeedChart ☐  [View PO/Receiver](#) [Associate Receiver\(s\)](#)  

Item	Description	Quantity	UOM	Unit Price	Extended Amt	<input type="checkbox"/> Force Price
<input type="text"/>	<input type="text"/> Tables 	<input type="text"/> 3.0000	<input type="text"/> EA 	<input type="text"/> 1000.00000	<input type="text"/> 3,000.00	

To view more detailed information about the PO for any voucher line, utilize the [View PO/Receiver](#) link.

View Source PO/Recv

Unit: 11000 Voucher: NEXT Line: 1 *Line Match Option: Full Match

Purchase Order				Receipt Number			
PO Unit	PO	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
<input type="text"/> 11000	<input type="text"/> 0000000070	<input type="text"/> 1	<input type="text"/> 1	<input type="text"/> 11000	<input type="text"/> 0000000047	<input type="text"/> 1	<input type="text"/> 1

[PO Comments](#)

OK Cancel Refresh

Notice that the Line Match Option status is "Full Match" for this PO. Had this voucher not been selected for matching, the status would have been "No Match".

MATCH REQUEST PROCESS

Next, we run the Match Request Process, this process will check for any Match Exceptions that exist between the voucher, purchase order, and / or receiving document. If none exist, the Match Status will be set to "Matched".

Navigation: Accounts Payable – Batch Processes – Vouchers – Match Request



Match Request

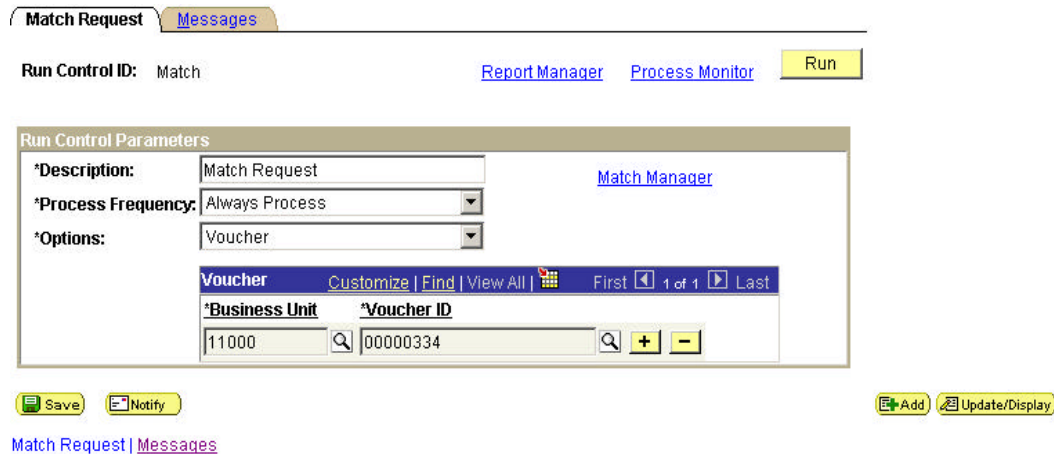
End an Existing Value | Add a New Value

Run Control ID: MATCH

Add

End an Existing Value | Add a New Value

Enter in a Run Control ID "Match" and click on "Add".



Match Request | Messages

Run Control ID: Match | Report Manager | Process Monitor | Run

Run Control Parameters

*Description: Match Request | Match Manager

*Process Frequency: Always Process

*Options: Voucher

Voucher | Customize | Find | View All | First | 1 of 1 | Last

*Business Unit	*Voucher ID
11000	00000334

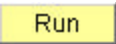
Save | Notify | Add | Update/Display

Match Request | Messages




Description – Enter a request description.


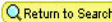






Process Frequency - Select Always Process.

Options - Select the level for which you want to run matching. The following options are available: All Business Units, Business Unit, Control Group, Origin, and Voucher.

Click on the  button to run the match request process.

After a successful run of the process, returning to the voucher displays a Match Action of "Matched".

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	11000	Invoice:	Match Demo	Vendor:	Helen's Hardware Store		
Voucher:	00000334	Date:	03/07/2003	ID:	0000000017		
Accounting Instructions							
*Accounting Template:		STANDARD 					
Accounting Policy							
Account At:		Gross 					
Match Action							
*Status:		Matched 					
<input type="checkbox"/> Pay UnMatched Voucher							

[Invoice Information](#) |
 [Payments](#) |
 [Voucher Attributes](#) |
 [Accounting Information](#)

MATCH EXCEPTIONS

When the system encounters match exceptions during a match cycle, view the match exceptions log created by the Match process. To view match exceptions:

Navigation: Accounts Payable – Review – Vouchers – Match Manager

In addition to the Business Unit, ensure that “Exceptions” has been selected for the Match Status field.

Match Manager Search

Match Manager

Search Criteria

From Business Unit: 11000 To Business Unit: 11000 From Voucher ID: To Voucher ID: *Voucher Style: All Vouchers

From Invoice Number: To Invoice Number: *Match Status: Exceptions Buyer:

SetID: STATE From Vendor Name: To Vendor Name: Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location: From Date: 03/07/2003 To Date: 03/07/2003

Search Clear Un-Match

Click on the **Search** button and the Search Results will populate with vouchers that meet the search criteria.

Search Results										
Voucher Info		Unmatch Info		Customize Find View All First 1-3 of 3 Last						
Un-Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts	Exceptions Log
<input type="checkbox"/>	11000	00000017	Exceptions	0000000007	AP-029 Reversing Voucher	-50.00	USD	i		i
<input type="checkbox"/>	11000	00000024	Exceptions	0000000003	AP-028 Reversal Voucher	-64000.00	USD	i		i
<input type="checkbox"/>	11000	00000335	Exceptions	0000000017	Match Demo 2	1000.00	USD	i	i	i

Click on the [i](#) icon in Exceptions Log Field

Use the Exception Log page to override the match exception or reject the voucher from further processing.

Unit: 11000 Voucher: 00000335 Group: Origin: 110
 Vendor: 0000000017 Helen's Hardware Store
 Invoice: Match Demo 2 Invoice Date: 03/07/2003 Gross Amt: 1,000.00 USD
 Due: 03/07/2003 Disc due: Dscnt Amt:

[View Purchase Order](#) [View Receipt](#)

Match Status <input type="radio"/> Rejected <input type="radio"/> Overridden <input checked="" type="radio"/> Exceptions <input type="button" value="Apply"/>		Voucher Post Status Unposted
Details Find View All First 1 of 1 Last		
Voucher Line Number: 1		
Match Exceptions Find View All First 2 of 4 Last		
Match Control: STANDARD Standard match rules Match Rule: RULE_P100 Match Level: Standard		
Unit price on the voucher line is different from the unit price on the PO line when no price tolerance and % price tolerance were specified on the PO line. <input type="checkbox"/> Override		

Next, select the voucher lines to Override on the right of the page, and set the Match Status to Overridden. Finally, press the button to set the Match Action to "Overridden".

If desired, the change in status can be verified by following the below navigation:

Navigation: Accounts Payable – Vouchers – Entry – Regular Entry – Accounting Information

Invoice Information	Payments	Voucher Attributes	Accounting Information
Unit: 11000	Invoice: Match Demo 2	Vendor: Helen's Hardware Store	
Voucher: 00000335	Date: 03/07/2003	ID: 0000000017	
Accounting Instructions *Accounting Template: STANDARD			
Accounting Policy Account At: Gross			
Match Action *Status: Overridden <input type="checkbox"/> Pay UnMatched Voucher			

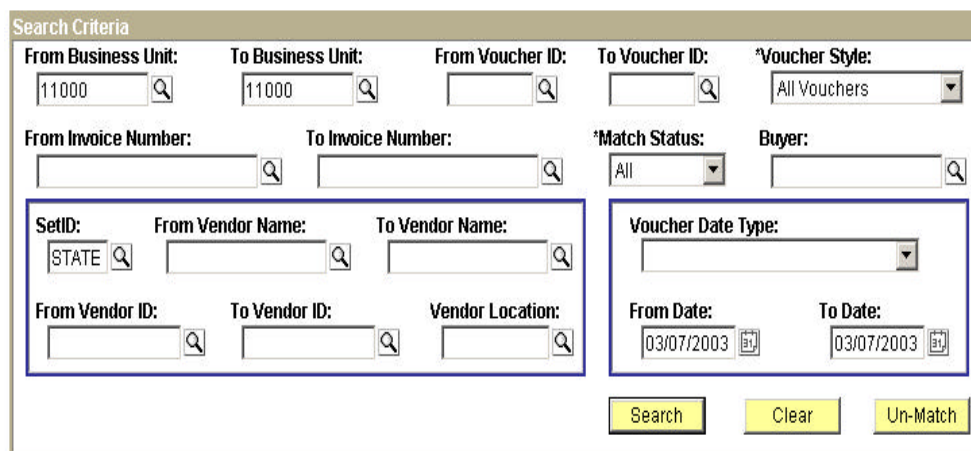
Notice that the Match Action is now set to "Overridden".

UNMATCHING VOUCHERS

After running the matching process, vouchers may be unmatched using the Match Manager page. Unmatching resets the match status of selected purchase order(s) that were tied to a voucher. These purchase orders can then be matched to other vouchers. A voucher can only be unmatched if it has NOT been paid. For example: this process would be used when a purchase order has been matched to the incorrect invoice. To access this page:

Navigation: Accounts Payable – Review – Vouchers – Match Manager

Match Manager



The Match Manager Search Criteria form contains the following fields and controls:

- From Business Unit:** Text box with value "11000" and a search icon.
- To Business Unit:** Text box with value "11000" and a search icon.
- From Voucher ID:** Text box with a search icon.
- To Voucher ID:** Text box with a search icon.
- *Voucher Style:** Dropdown menu with "All Vouchers" selected.
- From Invoice Number:** Text box with a search icon.
- To Invoice Number:** Text box with a search icon.
- *Match Status:** Dropdown menu with "All" selected.
- Buyer:** Text box with a search icon.
- SetID:** Text box with value "STATE" and a search icon.
- From Vendor Name:** Text box with a search icon.
- To Vendor Name:** Text box with a search icon.
- From Vendor ID:** Text box with a search icon.
- To Vendor ID:** Text box with a search icon.
- Vendor Location:** Text box with a search icon.
- Voucher Date Type:** Dropdown menu.
- From Date:** Date picker with value "03/07/2003".
- To Date:** Date picker with value "03/07/2003".
- Buttons:** Search, Clear, and Un-Match.

Business Unit - Select the business unit of the voucher to be unmatched, this is the only required field, as all other only serve to narrow your search.

Click on the **Search** button and the Search Results area will all the vouchers that meet the search criteria.

Match Manager

Search Criteria

From Business Unit: 11000 To Business Unit: 11000 From Voucher ID: To Voucher ID: *Voucher Style: All Vouchers

From Invoice Number: To Invoice Number: *Match Status: All Buyer:

SetID: STATE From Vendor Name: To Vendor Name: Voucher Date Type: Accounting Date

From Vendor ID: To Vendor ID: Vendor Location: From Date: 03/07/2003 To Date: 03/07/2003

Search **Clear** **Un-Match**

Search Results Customize | Find | View All | First 1-2 of 2 Last

Un- Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts	Exceptions Log
<input checked="" type="checkbox"/>	11000	00000334	Matched	0000000017	Match Demo	3000.00	USD	i	i	
<input type="checkbox"/>	11000	00000335	Overridden	0000000017	Match Demo 2	1000.00	USD	i	i	i

Select the voucher to be un-matched and click on the **Un-Match** button to un-match selected vouchers. This resets the match statuses of the voucher, purchase order and receiver.

Unmatch selected vouchers? (7500,130)

Associated Purchase Orders and Receipts will have their status reset

Yes **No**

Click **Yes** on the acknowledgement page to continue.

Match Manager

Search Criteria

From Business Unit: 11000 To Business Unit: 11000 From Voucher ID: To Voucher ID: *Voucher Style: All Vouchers

From Invoice Number: To Invoice Number: *Match Status: All Buyer:

SetID: STATE From Vendor Name: To Vendor Name: Voucher Date Type: Accounting Date

From Vendor ID: To Vendor ID: Vendor Location: From Date: 03/07/2003 To Date: 03/07/2003

Search **Clear** **Un-Match**

Search Results Customize | Find | View All | First 1-2 of 2 Last

Un- Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts	Exceptions Log
<input type="checkbox"/>	11000	00000334	Ready	0000000017	Match Demo	3000.00	USD			
<input type="checkbox"/>	11000	00000335	Overridden	0000000017	Match Demo 2	1000.00	USD	i	i	i

After completion the UnMatch check box will be grayed out.

PO ACTIVITY SUMMARY PAGE

The PO Activity Summary page is a great tool that gives a visual representation of activity that has occurred against a purchase order. This is especially helpful when one desires to look at the history of a PO prior to creating a voucher.

Navigation: Purchasing – Purchase Orders – Review PO Information – Activity Summary

PO Activity Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

11000

Q

Purchase Order:

begins with

Purchase Order Date:

=

BT

Purchase Order Reference:

begins with

Vendor ID:

begins with

0000000017

Q

☐ Case Sensitive

Search

Clear

[Basic Search](#)[Save Search Criteria](#)

Utilize the above navigation to view a PO. The Business Unit field will default from your operator preference. The additional fields, although not required, serve to narrow your search. In this example, we have specified a specific Vendor ID. Click on the

Search

 button to return a list of values that meet the search criteria.

Search Results

View All

First 1-3 of 3 Last

Business Unit	Purchase Order	Purchase Order Date	Purchase Order Reference	Vendor ID
11000	0000000070	03/07/2003	(blank)	0000000017
11000	0000000053	02/27/2003	PO050	0000000017
11000	0000000030	02/26/2003	(blank)	0000000017

Our search results have only returned values where the Vendor ID is '0000000017'. This is an example of how searches may be narrowed.

Activity summary

Unit: 11000 PO: 0000000070 Vendor: Helen's Hardware Store PO Status: Dispatched

Details							Customize Find View All First 1 of 1 Last
Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only	
<input checked="" type="checkbox"/>	1	Tables	EA	4.0000	4000.000		

Qty Rcvd:	4.0000
Qty Acptd:	4.0000

Qty Invc'd:	5.00
Amt Invc'd:	4000.000

Qty Mch'd:	0.0000
Amt Mch'd:	0.000

[Receipt](#) [Invoice](#) Matching Open Qty: 0.0000 Open Amt: 0.000

[Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

The page shows us summary information regarding what has occurred after the PO has been dispatched. Here we can ascertain that of ten items ordered, ten have been received, while of these, only eight have been matched, and invoiced (vouchered). This means that we are awaiting receipt of two more. From here we can get more detailed information by clicking on the [Receipt](#), [Invoice](#), or [Matching](#) links. In our example, we will utilize the Invoice link.

Unit:	11000	PO:	0000000070	Line	1	Item ID	
							Customize Find View All First 1-2 of 2 Last
Sched Num	AP Unit	Voucher ID	Line	Quantity Invoiced	Amount Invoiced		
<input type="checkbox"/>	1 11000	00000334	1	3.00	3000.000	+	-
<input type="checkbox"/>	1 11000	00000335	1	2.00	1000.000	+	-

[Activity Summary](#) [Voucher Inquiry](#)

This page displays, which voucher created the eight invoiced items. From here we can either go click on the [Voucher Inquiry](#) link to get more detailed information on the voucher, or go back to PO Activity Summary page via the [Activity Summary](#) link.